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**General conditions to the bidding for audit services IA-2025**

International Charitable Foundation “Alliance for Public Health” (hereinafter - the “Alliance”) together with State Institution "Public Health Center of the Ministry of Health of Ukraine" (hereinafter - the “PHC”) and Charitable organization “All-Ukrainian Network of people living with HIV/AIDS” (hereinafter – the “Network”) announces the Bidding for the procurement of audit services:

* Special Purpose Grant Financial Statement (SPGFS) Audit for the National grant of Global Fund to Fight AIDS, Tuberculosis and Malaria for Ukraine (hereinafter – the Global Fund) for 3 Principal recipients (LOT 1)
* Special Purpose Grant Financial Statement (SPGFS) Audit for the C19RM component of National grant of Global Fund to Fight AIDS, Tuberculosis and Malaria for Ukraine (hereinafter – the Global Fund) for 3 Principal recipients (LOT 2)

**INTRODUCTION**

International Charitable Foundation “Alliance for Public Health” (hereinafter – Alliance) is an independent international organization, registered in Ukraine. Alliance is also a member of the International HIV/AIDS Alliance Global Partnership, which unites organizations in over 30 countries fighting HIV/AIDS and other epidemics.

The Mission of Alliance is to reduce the spread of the HIV infection and AIDS mortality and alleviate the negative impact of epidemic through supporting community action against HIV/AIDS in Ukraine and disseminating effective approaches to prevention and care throughout Eastern Europe and Central Asia.

Alliance is a recipient of the donors grant funds to counter HIV/AIDS epidemics in Ukraine and the region. It has a responsibility to the Global Fund, the United States Agency for International Development (USAID), Charitable Foundation “Development of Ukraine” and other donors, for proper financial management of the funds.

# GENERAL INFORMATION

Additionally, to this general conditions you may find terms of reference for each audit service required. The following information you may find in the corresponding TOR:

* Audit background
* Audit objectives and requirements
* Audit Standards and Scope of Work
* Requirements for Audits report and Management Letter
* Terms of performance
* Access to facilities and documents
* Key contacts for audit purposes

According to the results of the tender, separate contracts for the provision of audit services will be concluded with each of the Principal recipients (hereinafter Client).

|  |  |
| --- | --- |
| Period covered by the audit:  Reporting periods: | January 01, 2024 – December 31, 2026  January 01, 2024 – December 31, 2024  January 01, 2025 – December 31, 2025  January 01, 2026 – December 31, 2026 |

# PAYMENT TERMS

Audit fee will be paid in 2 (two) installments:

1. 50% (fifty percent) of total audit fee - as advance payment - during 20 working days after signing off the contract;
2. 50% (fifty percent) of total audit fee - as the balancing payment - during 10 working days after signing off the acceptance act.

A supply contract will be concluded and payments will be made:

* for residents of Ukraine - in Ukrainian hryvnias, which will be the equivalent in US dollars in accordance with the official NBU (not market) on the date of invoicing for the delivery of the Goods.
* For non-residents - in US dollars
  1. **Special conditions**

All payments under the contract will be made exclusively WITHOUT VAT. In accordance with the provisions of Clause 26 of Subsection 2, Chapter XX of the Tax Code of Ukraine: the supply of goods (except for excise goods) and the provision of services in the customs territory of Ukraine and the provision of services are exempt from VAT taxation, if such goods/services are paid for through grants (sub-grants ), provided in accordance with the programs of the Global Fund to fight AIDS, tuberculosis and malaria in Ukraine, implemented in accordance with the law. The procedure for carrying out such transactions is determined by the Resolution of the Cabinet of Ministers of Ukraine "Some issues of the importation of goods into the customs territory of Ukraine and the supply of goods to the customs territory of Ukraine and the provision of services paid for by grants (sub-grants) of the Global Fund to Fight AIDS, Tuberculosis and Malaria in Ukraine" dated April 17, 2013 N 284.

According to the above-mentioned Decree of the CMU, there is a clear and simple mechanism for obtaining exemption from paying VAT for these transactions. The Alliance will provide the Contractor with advisory assistance in formulating relevant applications and obtaining decisions on exemption from payment of VAT at the initial stage of cooperation.

If you have any questions regarding the application of the VAT exemption mechanism, please contact the tender organizer and he will kindly provide you with all the necessary information.

1. **AUDITOR SELECTION**

The auditor must be completely impartial and independent from all aspects of management or financial interests in Alliance, Network and PHC or those of its implementing/supervising agency or directly related entities. The auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of the entity. In this option Alliance asks the auditor to disclose any relationship that might possibly compromise his/her independence.

The auditor should also comply with the ISQC 1 "Quality control for firms that perform - audits and reviews of historical financial information, and other assurance and related services engagements".

One winner will be selected for all the listed Lots, however, a separate agreement will be signed for each project, taking into account the specifics of each audit

* 1. **Requirements to the applicant:**
     1. Legal status under legislation of Ukraine.
     2. Understanding of the scope of audit work to be performed;
     3. Overall capacity to carry out audit engagements, including availability of audit staff and supervisors with due expertise and qualification;
     4. Proven experience in auditing nonprofit organizations in Ukraine;
     5. Absence of conflict of interests, as indicated above.
     6. Qualification of the engagement team;
     7. Certificate of the presence in the audit firm of at least 70 (seventy) employees who are directly involved in the provision of audit services and work on a full-time basis and with whom an employment contract has been concluded. These employees must include:
* not less than twelve (12) employees must be registered and included in the “Register of Auditors” maintained by the Audit Chamber of Ukraine (https://www.apu.com.ua/audytory).
* at least twelve (12) employees must have documents certifying that they have completed a full certification program issued by one of the organizations that is a member of the International Federation of Accountants (IFAC), namely: Association of Chartered Certified Accountants (ACCA), American Institute of Certified Public Accountants (AICPA), Institute of Chartered Accountants in England and Wales (ICAEW). These employees must be delegated to each of the three organizations of the Client for the audit (at least 3 persons for each individual Client);
* at least 5 employees must have documents certifying that they are certified in International Public Sector Accounting Standards (IPSAS). These employees must be delegated to each of the three organizations of the Client for the audit (at least 1 person for each individual Client).
  1. **Key assessment criteria:**
     1. The firm’s clientele and proven experience in auditing purpose charitable donations;
     2. Experience in providing services within the last three (3) years in auditing financial statements, using donor funds, such as the Global Fund to Fight AIDS, Tuberculosis and Malaria, or USAID, may be an additional advantage
     3. Qualification of the engagement team;
     4. Positive conclusion of the Audit Chamber of Ukraine based on the results of external assessment of the professional services quality control systems valid as of the date of submitting documents for this tender;
     5. Audit fee and readiness to negotiate a discount; disclosure of details behind the audit fee calculation;
  2. **List of documents to be submitted along with the Proposal;**
     1. Copies of registration documents (state registration certificate, taxpayer certificate, statement from statistics department);
     2. Copy of the certificate on enrolment to the register of audit firms;
     3. General information about the bidder, in particular (1) data on the general number of qualified staff, seniors and managers to fulfill the set task, taking into account p.3.1.7; (2) information about auditing firm’s experience in auditing the purpose usage of funds by non-profit organizations :
* list of major clients for the last 3 years
* not less than 3 (three) letters of feedback or letters of recommendation on positive experience of cooperation with customers specified in the letter of notification.
* examples (templates) of audit reports and/or examples (templates) of relevant agreements on the provision of similar services to business entities and non-governmental organizations
* any other information related to the clause, and will be helpful to make the decision
  + 1. CVs of the auditors who are expected to be engaged into this task;
    2. Copies of certificates of the auditors, who are expected to be engaged into this task (if available).
    3. Copy of a positive conclusion of the Audit Chamber of Ukraine based on the results of external assessment of the professional services quality control systems valid as of the date of submitting documents for this tender (if available);
    4. The largest amount of funding for 3 NGO companies(clients) in the last 3 years
    5. The Bidder shall provide an audit methodology that includes, but is not limited to:

- approaches to be used in the audit

- quality control

- standards to be used in the audit

- work plan

The described methodology shall be in accordance with the Terms of Reference (TOR), which is an annex to the announcement

* + 1. Filled in all required Annexes #1-3;
    2. Any other information which may be helpful

# Requirements for Preparation of Bidding Documents.

a) Please make sure that separate sections of the tender application must open with a sheet containing the section title. For example, while submitting a copy of the registration certificate the same shall open with a paper sheet with the following title: «Copy of the certificate on enrolment to the register of audit firms». All submitted copies of the documents must be duly signed and sealed by the Applicant’s corporate seal.

b) Any document or copy drawn not in English or Ukrainian shall be translated onto one of these languages.

c) In the event of any of your remarks or comments, including concerning documents submitted by you, or the absence of certain documents, enclose it with official letters.

d) The envelope should contain the name of the tender and the words "DO NOT OPEN BEFORE ..." (specify the time and date specified in the documentation as the term of envelopes with tender offers)

|  |
| --- |
| *BIDDING PROPOSAL No* *IA-2025*  *(audit services)*  *DO NOT OPEN BEFORE February 20th , 2025, 12:00* |

e) by submitting an application the Applicant confirms its awareness of the principles and requirements of the Global Fund for potential and actual suppliers of the goods (works, services) and grantees, as well as their representatives, as set forth in the Suppliers Code of Conduct, freely accessible on the Buyer’s website (<http://aph.org.ua/en/tenders/policies-procedures/>), and the Global Fund website (https://www.theglobalfund.org/media/3275/corporate\_codeofconductforsuppliers\_policy\_en.pdf), and undertakes to observe them.

**Annex 1 to General conditions to the bidding for audit services IA-2025**

# Cover letter

*To:*

***Procurment & Supply Management Team,***

***ICF “Alliance for Public Health”***

Date: \_\_\_\_

Dear Sirs:

Having examined the documents on announcement of for tender, the receipt of which is herineby duly acknowledged, we present our proposal for audit services of the International Charitable Foundation “Alliance for Public Health” for the three years ended December 31th, 2026.

If our proposal is accepted, we undertake to conclude the Engagement Contract and provide the audit services in accordance with the delivery schedule specified in the terms of reference.

Until the Engagement Contract is signed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding agreement between us.

We understand that you are not bound to accept the lowest or any proposal you may receive.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[signature] [position]*

**Annex 2 to General conditions to the bidding for audit services IA-2025**

**General information about the audit firm**

|  |  |  |
| --- | --- | --- |
| 1. | Official name of the audit firm |  |
| 2. | Legal address |  |
| 3. | Location address |  |
| 4. | Name of the Managing Partner |  |
| 5. | Contact phone |  |
| 6. | Contact person on this proposal |  |
| 7. | Contact phone |  |
| 8. | Fax # |  |
| 9. | ... |  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2021.

*[signature] [position]*

**Annex 3 to General conditions to the bidding for audit services IA-2025**

**Proposed fee for the engagement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lot** | **Services** | **Alliance**  **Fee (VAT free), USD** | **Network**  **Fee (VAT free), USD** | **PHC**  **Fee (VAT free), USD** | **Total fee, USD** |
| 1 | Special Purpose Grant Financial Statement (SPGFS) Audit for Regional Grant of the Global Fund - Main grant |  |  |  |  |
| 2 | Special Purpose Grant Financial Statement (SPGFS) Audit for Regional Grant of the Global Fund - C19RM component |  |  |  |  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025

*[signature] [position]*

**Annex 4 to General conditions to the bidding for audit services IA-2025**

by signing this form, we confirm the following assurances, which are important for the conclusion of the contract with the ICF "Alliance for Public Health":

1. The Company (the legal entity that submits this and other documents for participation in the tender is specified below), any of its directors (members of the board of directors), members of the Company, its ultimate beneficial owner/owners, its officials or employees of the Company , or any agent, affiliate or other person acting on behalf of the Company, is not currently subject to US sanctions administered by the Office of Foreign Assets Control of the US Department of the Treasury or the US Department of State, the United Nations Security Council Nations, the European Union, Her Majesty's Treasury of the United Kingdom or other authorized sanctioning body.
2. The Company, and/or a member of the Company, and/or the ultimate beneficial owner of the Company are not included in the sanctions list of the National Security and Defense Council of Ukraine (in accordance with Article 5 of the Law of Ukraine "On Sanctions").
3. Personal special economic and other restrictive measures (sanctions) have not been applied to the Company's goods, services and/or works in accordance with Article 5 of the Law of Ukraine "On Sanctions".

**Composition of the final beneficiaries of the participant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the organization/ person's full name** | **Registration code/passport data** | **Registration address** | **Citizenship** | **Is the organization/ person included in the sanctions lists of the USA, the European Union, and Ukraine.** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025

*[signature] [position]*